California Department of Veterans Affairs



Serving Veterans Since 1946

Classification: Office Assistant (Typing) (\$2003-\$2641)

Permanent, Full-Time

Location: Veterans Home of California, Chula Vista

Skilled Nursing Facility

Who Should

Apply: Current State employees within this classification or those who are eligible on a

certification list, transfers, or reinstatement. SROA/SURPLUS PROVISIONS APPLY.

Duties and

Responsibilities: *Under supervision from the Supervising Registered Nurse:*

Maintain daily the outside and in facility medical appointment log and a calendar of all resident appointments and unit activities.

Coordinate all medical appointments and transportation outside the facility with the scheduling clerk and prepare all necessary paperwork.

Receive, coordinate, log, distribute and file all lab, x-ray, discharge summaries and consultation information along with Fax documents and radiology reports.

> Use personal computer to create, format and edit a variety of correspondence, reports and forms including data entry.

Answer and screen incoming phone calls.

Organize files and maintain a filing system.

Ensure all work order forms are sent to Plant Operations.

Order and maintain supplies and equipment.

Duplicate and disseminate material.

Provide support duties and general assistance in assigned program.

Desirable Qualifications:

Ability to read and write English at a level required for successful job performance.

> Strong personal computer skills.

Strong typing skills.

Ability to follow oral and written directions.

Ability to operate various office machines.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Inquiries:

Department of Veterans Affairs Voice: (619) 482-6026 Veterans Home of California, Chula Vista TDD: (916) 653-1966

700 East Naples Court Chula Vista, CA 91911 **Attn: Lou Dumas**

Final Filing Date: JANUARY 20, 2006

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. 323-1379-001 RELEASED: 1.12.06

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